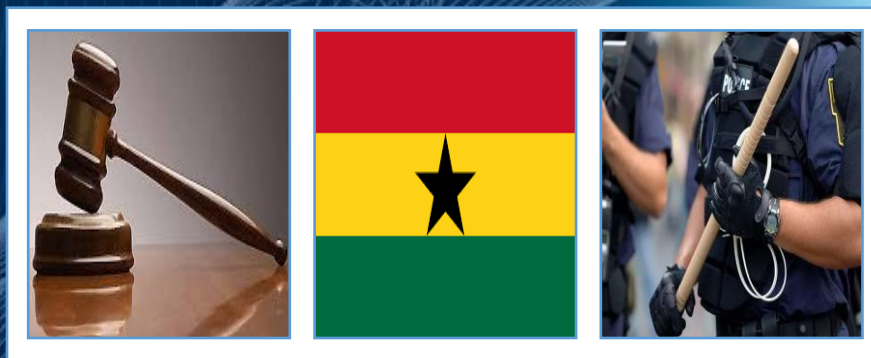


**Consultancy Services for the Development of a Training
Plan/Curricula for Criminal Justice Institutions**



ShawbellConsulting

**Volume II
Final Training Needs
Assessment Report
Judicial Service of Ghana**

June 2016

Table of Contents

INTRODUCTION	3
SECTION 1: CURRENT STATE OF TRAINING IN THE JUDICIAL SERVICE OF GHANA	4
SECTION 2: FINDINGS, OBSERVATIONS AND GAPS EMERGING.....	8
A. GLOBAL-BEST PRACTICE REVIEWS	11
B. KEY ROLES IN THE JUDICIAL SERVICE OF GHANA.....	16
C. GAPS EMERGING FROM THE TRAINING NEEDS ASSESSMENT.....	17
SECTION 3: RECOMMENDATIONS AND PROPOSED TRAINING PROGRAMMES	19
A. RECOMMENDATIONS ON THE TRAINING NEEDS ASSESSMENT	20
B. PROPOSED TRAINING PROGRAMMES	21

INTRODUCTION

The United Nations Development Program (UNDP) in collaboration with the Ministry of Justice and Attorney General's Department (MoJAGD) engaged the services of ShawbellConsulting to develop a Training Plan for Criminal Justice Institutions of Ghana. The purpose of the Training Plan is to facilitate capacity building in a structured setting within the Criminal Justice Institutions.

An integral component of a Training Plan is a Training Needs Assessment (TNA). A **Training Need** exists when there is a gap between what is required of an individual or an entity to perform competently and what they actually know. Thus, we assessed the **Current State of Training** in the Judicial Service of Ghana, as well as the Curricula review of the Judicial Training Institute. We established training benchmarks based on: information from the stakeholder engagements, expertise of our Institutional Reform and Legal Consultants and a review of global best-practice modules. This was the basis of ascertaining gaps between the Current State and the Desired-state of training in the Judicial Service of Ghana. Consequently, we provided our recommendations on the Training Needs Assessment and Proposed Training Programmes for the Judicial Service of Ghana.

This Volume II of the Training Needs Assessment Report is structured around three (3) Sections, as follows:

- **Section 1:** Covers the **Current State of Training** in the Judicial Service of Ghana, as well as **Curricula review** of the Judicial Training Institute.
- **Section 2:** Provides our **Findings, Observations and Gaps** emerging from the Training Needs Assessment. In this Section, we established training benchmarks based on: information from the Stakeholder engagements, expertise of our Institutional Reform and Legal Consultants and a review of global best-practice modules. Consequently, we established gaps between the Current State and the Desired-state, using the Benchmarks stated previously.
- **Section 3:** Provides details of our **Recommendations** on the Training Needs Assessment and **Proposed Training Programmes**.

SECTION 1: CURRENT STATE OF TRAINING IN THE JUDICIAL SERVICE OF GHANA

This Section entails the **Current State of Training** for Staff of the Judicial Service and **Curricula review** of the Judicial Training Institute. The Judicial Service of Ghana by Article 190(1) of the 1992 Constitution is a public service institution which is headed by the Chief Justice. The Judicial Service seeks to provide adequate infrastructure for justice delivery and improve administrative capacity and efficient management of the Judiciary's resources among others.

Training Needs Assessment for the Judicial Service was done under this assignment by reviewing the responsibilities of staff, their required skills and consequently the training required to enhance the performance of these staff. Consequently, the Training Programmes and Curricula for the Staff of the Judicial Service were crafted to meet the diverse nature and salient components of the Service.

Under the Terms of Reference for this Project, we are required to review curricula of Criminal Justice Training Institutions. Therefore, we conducted a Curricula Review of the Judicial Training Institute to assess the training required to enhance the delivery of Criminal Justice. The rationale was to ascertain whether Training Programmes that are delivered currently are adequate for staff to meet their work requirements. The Curricula of the Judicial Training Institute would be revised, when deemed inadequate. This would ensure that challenges emerging from the Training Needs Assessment are mitigated. Information obtained from the review of Curricula would be an integral component of the Comprehensive Training Plan.

CURRICULA REVIEW OF THE JUDICIAL TRAINING INSTITUTE

The Judicial Service Training School (JSTS) was renamed as the Judicial Training Institute (JTI) in 2004 and a full-time Director was appointed. Since then the JTI has developed and delivered training programmes for new and current members of the Judicial Service. The key objective of the JTI is to train and develop the Human Resource of the Judicial Service for judicial reform and efficiency in Ghana.

The JTI acknowledges that societal norms, information and communications technology in Ghana are evolving. This places an onerous responsibility on the judiciary. Therefore, supplementary education and training programmes are required for staff to function efficiently and effectively in the delivery of criminal justice. Consequently, the JTI has structured its programmes and activities to meet both the professional needs and capacity-building requirements of staff in the Judicial Service. The JTI programmes include professional development programmes that focus on emerging issues and social contexts, and career training for Court and administrative personnel.

We noted that Training Courses were provided upon recommendations from: the Judicial Secretary, Chief Justice, Supervising High Court Justice, Judicial Council, Donor Partners, Judicial Service, key stakeholders or participants in previous courses.

We observed that a Training Plan for 2016 was developed for staff of the Judicial Service. Also, there was a Prioritized Judiciary and Staff Training Plan. While Training was provided for staff of the Judicial Service under these Plans, our review focused on Roles and Training Programmes that were deemed to be core to the delivery of Criminal Justice. Therefore, such Training Programmes/Courses would be factored in the Proposed Training Programmes for staff of the Judicial Service.

On the following page, we have provided a table that shows Position/Ranks or Roles and current courses that are core to the delivery of Criminal Justice.

TABLE OF TRAINING COURSES IN THE JUDICIAL TRAINING INSTITUTE

POSITION/RANK	CURRENT COURSES
<ul style="list-style-type: none"> • <i>Chief Registrar General</i> • <i>Chief Registrar</i> • <i>Deputy Chief Registrar</i> • <i>Senior High Court Registrar</i> • <i>High Court Registrar</i> • <i>Circuit Court Registrar</i> • <i>District Court Registrar</i> • <i>Assistant Registrar</i> • <i>Clerical Officer</i> • <i>Court Clerks</i> 	<ul style="list-style-type: none"> • Execution • Effective Court Administration • ICT Training (Basic Microsoft Word, Excel and PowerPoint) • Locus Attendance and Map reading (for High and Circuit Court Registrars) • Judicial Records • Archives Management
<ul style="list-style-type: none"> • <i>Court Clerks</i> • <i>Chief Interpreter</i> • <i>Principal Interpreter</i> • <i>Senior Interpreter</i> • <i>Interpreter: Grade 1 and 2</i> 	<ul style="list-style-type: none"> • Court Ethics and Management
<ul style="list-style-type: none"> • <i>Chief Court Recorder</i> • <i>Deputy Chief Recorder</i> • <i>Principal Court Recorder</i> • <i>Senior Court Recorder</i> • <i>Court Recorder Grade 1 and 2</i> 	<ul style="list-style-type: none"> • Efficient Administration of Justice

SECTION 2

FINDINGS, OBSERVATIONS AND GAPS EMERGING

JUDICIAL SERVICE OF GHANA

SECTION 2: FINDINGS, OBSERVATIONS AND GAPS EMERGING

Following our review of the Current State of Training for staff of the Judicial Service of Ghana in Section 1, we put forward our **Findings, Observations and Gaps** emerging from the Training Needs Assessment (TNA) in this Section. The focus of this TNA is to determine the gap in capabilities of staff of Judicial Service in matters relating to the delivery of criminal justice in Ghana. Therefore, the results of the TNA would be used to determine what training needs exist and if they do, the training required to fill those gaps.

We conducted a Training Needs Assessment of the Staff of the Judicial Service by reviewing their responsibilities, required skills and training to enhance their performance. This was achieved through stakeholder engagement that focused on the review of the mandate of the Judicial Service and skills required to effectively implement the mandate. Similarly, we analysed the job and task of staff using job descriptions, work schedules and level of seniority in the Judicial Service.

The purpose of conducting the TNA was to identify current and desired job performance, as well as existing and desired competencies and skills.

The Training Needs Assessment (TNA) would ensure:

- (a) Diversity in expectation of knowledge, skills and abilities of officials at different levels of the Judicial Service of Ghana are considered;
- (b) That there is an objective basis of determining employees who would require specific training to accomplish their assignments;
- (c) The readiness of the Judicial Training Institute in providing training programmes; and
- (d) The Development of the Comprehensive Training Plan.

We conducted the Training Needs Assessment on the basis of current observations to ascertain the number of staff to be trained and Roles that are core to the administration of criminal justice. The number of staff to be trained in the Greater Accra Region was segregated from the National total, for the purpose of a Pilot Project in the former. The Key Roles and number of staff to be trained are reported under the Key roles in the Judicial Service of Ghana, in Section 2B.

The results reflect the training needs as they can be anticipated for the medium term (0-3 years) under this project.

The Results and Resources Framework for this Project indicates Year 2 and 3 Targets as follows:

- Year 2 Targets: Specialised Training Programme developed and implemented; and 30% of direct beneficiaries trained and applying the knowledge by the end of year 2.
- Year 3 Targets: 50% of direct beneficiaries trained and applying the knowledge by the end of year 3.

It is envisaged that the Training Plan to be developed out of this Project would be applicable in the Post-completion period of the Project.

On the following pages, we have provided our findings, observations and gaps emerging from the Training Needs Assessment of the Judicial Service of Ghana.

Our findings and observations are structured around the following Themes:

- **Global Best Practice Review of Training Programmes for Registrars, Court Clerks, Interpreters and Recorders;**
- **Key Roles in the Judicial Service of Ghana that are core to the delivery of criminal justice; and**
- **Gaps Emerging from the Training Needs Assessment.**

A. GLOBAL-BEST PRACTICE REVIEWS

In this Section, we provided the results of some global-best practice reviews of Training for staff in the Judiciary of four (4) Jurisdictions within the Commonwealth of Nations, namely (a) the United Kingdom (b) Canada, (c) New Zealand, and (d) Singapore.

A. The Judiciary of the United Kingdom

The Judiciary of United Kingdom (UK) comprises three (3) legal systems in England and Wales, Northern Ireland and Scotland. The respective judiciaries consist of Court of Appeal, High Court, Circuit Court, District Court and Magistrate Court. However, the judges of the Supreme Court of the United Kingdom, the Special Immigration Appeals Commission, Employment Tribunals, Employment Appeal Tribunal and the UK tribunals system do have a United Kingdom-wide jurisdiction.

While acknowledging that judicial education varies from country to country, we observed that there are more similarities than dissimilarities, which render judicial education to be fundamentally generic in its nature.

Training for **Court Interpreters** addressed the following areas:

- Role and Responsibility of the Interpreter,
- Problems arising as an Interpreter,
- Dealing with and solving problems professionally,
- Ethical issues that arise when working in the Court,
- The UK Court system and structures, i.e. Civil, Magistrates and Crown.

Training for **Court Recorders/Stenographers** included the following:

- Basic Theory and Advanced Theory & Skill/Speed-Building.
 - Basic Theory refers to a computer tutorial which focuses on the fundamental courses of stenography.
 - Advanced Theory & Skill/Speed Building refers to a computer tutorial which focuses on medical and technical terminology.

B. Judicial Service of Canada

Canada's Judiciary is the branch of the system of government that interprets and states laws to promote the settlement of issues between individuals or individuals and the State.

We noted that a Court Administrator Course offered by Seneca College in Toronto, Ontario covered the requirements of Registrars, Court Interpreters and Recorders.

The **Court Administrator Course** addresses the following areas:

- English
- Contracts and Torts
- Introduction to the Legal System
- Legal Entities and Relationships
- Legal Computer Applications
- Advanced Communication Skills for Legal Professionals
- Alternate Dispute Resolution
- Administrative Law
- Immigration Law
- Employment Law
- Residential Landlord and Tenant Law
- Legal Research and Writing
- Civil Procedure I
- Family Law Practice and Procedure
- Criminal Law and Procedure
- Public Administration Skills
- Justice Administration Procedures
- Transcription and Court Reporting Skills
- General Education Option
- Computer Applications for CTA
- Civil Procedure II
- Government Project Management
- Refugee Law for Court and Tribunal Administration
- Ethics and Professional Responsibility
- Tribunal Procedures
- General Education Option
- Field Placement II

The **Paralegal Diploma** Programme in Canadian Colleges consists of:

- Introduction to the Canadian Legal System
- Legal Communication and the Law Office
- Microsoft Office
- Legal Research
- Alternate Dispute Resolution (ADR)
- Torts
- Contracts
- Litigation Process
- Evidence
- Advocacy
- Small Claims Court
- Criminal Practice
- Provincial Offences Practice
- Administrative Law
- Tribunal Practice
- Landlord and Tenant Law
- Immigration
- Ethics
- Personal Injury
- Legal Accounting
- Practice Management
- Employment Law

C. The Judicial Service - New Zealand

New Zealand's Judiciary is one of the three arms of government in the Country. It provides for the application of the law by hearing and deciding cases, and it consists of judges and judicial officers. We noted that a Court Interpreter Course was offered at the Auckland Technical School and Queensland Skills Gateway respectively.

Auckland Technical School was established in 1895 to provide classes in vocational education and the trades. The School offers the **Court Interpreter Course** which addresses the following areas:

- Conventions of spoken English discourse and their interpretations
- Pragmatic factors and their cross cultural implications for interpreting
- Theory and ethics of interpreting and its impact on interpreting process
- Role of the Interpreter
- Specialized terminologies
- Framework of Legal system in New Zealand

D. Singapore Judicial Service

The mandate of the Judicial Service of Singapore is to protect the rule of law and democracy in order to preserve individual rights and privileges contained in the Constitution. Singapore's judiciary is headed by the Chief Justice and supported by Supreme Court and the State Court Judges. This judiciary is reported to have proven to be one of the most effective in the undertaking of its services, and has seen Singapore rank amongst the best in terms of the prevalence of justice according to Forbes.

Although, there is no formal judicial training prior to appointment, Institutions like the Civil Service College of Singapore provide training aimed at equipping judges to maintain high standards. The Singaporean Government instituted the Judicial Governance Programme under the Singapore Cooperation Programme to provide technical assistance to members of the Judiciary.

The programmes listed below are reserved for high ranking decision makers and judiciary leaders including Judges, Court Administrators and Officials.

- Fundamentals of Good Court Governance
- Strategy Management
- Case Management Practices

Other programmes deemed essential for Singapore's Judiciary include:

Judgment Writing: This is a workshop for lower Court judges which emphasizes the skill of writing judgments and outlines the skills required necessary skills for report writing in the legal context.

Craft of Judging: This is a workshop on the Law of Evidence and Public Relations.

Human Rights and/or Fair Trial Rights Course is a refresher course on Constitutional and Administrative Law, Evidence Law, and Jurisprudence for young Judges.

B. KEY ROLES IN THE JUDICIAL SERVICE OF GHANA

The Key Roles within the Judicial Service of Ghana that emerged as core to the delivery of Criminal Justice include: Registrars, Clerks, Interpreters and Recorders.

The Table below depicts the Roles within the Judicial Service of Ghana that are core to the delivery of Criminal Justice and the number of staff to be trained.

Registrars and Clerks	Court Interpreters	Court Recorders
<ul style="list-style-type: none"> • <i>Chief Registrar General</i> • <i>Head of Registry</i> • <i>Deputy Head of Registry</i> • <i>Court Clerk</i> • <i>Docket Clerk</i> • <i>Exhibit Clerk</i> - <i>Chief Registrar;</i> - <i>Deputy Chief Registrar;</i> - <i>Senior High Court Registrar;</i> - <i>High Court Registrar;</i> - <i>Circuit Court Registrar;</i> - <i>District Court Registrar; and</i> - <i>Assistant Registrar</i> - <i>Clerical Officer</i> 	<ul style="list-style-type: none"> • <i>Chief Interpreter</i> • <i>Principal Interpreter</i> • <i>Senior Interpreter</i> • <i>Interpreter Grade 1 and 2</i> 	<ul style="list-style-type: none"> • <i>Chief Court Recorder</i> • <i>Deputy Chief Court Recorder</i> • <i>Principal Chief Recorder</i> • <i>Senior Chief Recorder</i> • <i>Court Recorder Grade 1 and 2</i>
Number of Staff to be Trained (Approximate)		
Greater Accra Region: 234 National Total: 533	Greater Accra Region: 98 National Total: 337	Greater Accra Region: 215 National Total: 683

C. GAPS EMERGING FROM THE TRAINING NEEDS ASSESSMENT

Registrars play a critical role in the administration of criminal justice, as the efficient and effective working of the Courts hinge on their leadership qualities, ability to motivate and manage performance of staff. Registrars usually train on-the-job by learning from their supervisors. In instances where Registrars are trained by external parties, there are no structured procedures to transfer knowledge to their subordinates. This creates an Institutional Knowledge Gap, as newly appointed Registrars are not readily equipped with requisite experience to perform their roles. It appeared that generally there was lack of in-depth knowledge and appreciation of Criminal Law in the Registrar class of staff, leading to uneven application of rules on justification of outcomes in criminal cases and other such administrative matters.

Court Recorders are not tested in typing or computing skills for entry-level positions. On this point, Court Recorders who do not possess the required skill to perform assigned duties may be challenged in their roles. Consequent to these challenges, they may produce low quality reports and miss critical deadlines. Also, documents may contain grammatical errors or missing words which could change the import of Court records; thus, causing delays in the judgment process.

With the influx of French and Mandarin speaking National in the Country, Interpreters would require to train in such languages. This ensures that the Judicial Service does not bear addition cost of engaging the services of external interpreters.

SECTION 3

RECOMMENDATIONS AND PROPOSED TRAINING PROGRAMMES

JUDICIAL SERVICE OF GHANA

SECTION 3: RECOMMENDATIONS AND PROPOSED TRAINING PROGRAMMES

Following the Training Needs Assessment, we have proposed Training Programmes and Curricula for the Judicial Service of Ghana. The Proposed Programmes were crafted to meet the diverse nature and salient components of the Service. It is noteworthy that the findings, observations and gaps emerging from the Training Needs Assessment and review of curricula of the Judicial Training Institute would be further developed into the Comprehensive Training Plan. This Plan would facilitate structured learning for staff of the Judicial Service. Therefore, the Comprehensive Training Plan would enhance the capacity-building imperative of the Service and ensure that staff are equipped with the knowledge and skills required to deliver criminal justice.

In this Section, we present:

- (A) Recommendations on the Training Needs Assessment; and
- (B) Proposed Training Programmes for the Judicial Service of Ghana.

A. RECOMMENDATIONS ON THE TRAINING NEEDS ASSESSMENT

Registrars play a critical role in the administration of criminal justice, as the efficient and effective working of the Courts hinge on their leadership qualities, ability to motivate staff and manage performance of staff. **Therefore, Registrars would be required to enrol in leadership courses to enhance their skills in managing staff and diverse stakeholders.**

Registrars usually train on-the-job by learning from their supervisors. In instances where Registrars are trained by external parties, there are no structured procedures to transfer knowledge to their subordinates. This creates an Institutional Knowledge Gap, as newly appointed Registrars are not readily equipped with requisite experience to perform their roles. **Therefore, a systematic approach of knowledge transfer that enhances capacity-building would be required to harness the experience of Registrars, as well as the superior educational background of newly appointed Registrars.**

It appeared that generally there was lack of in-depth knowledge and appreciation of Criminal Law in the Registrar class of staff. **While an in-depth knowledge may not be required for this class, an appreciation and working knowledge would enhance the role of Registrars in the administration of criminal justice.**

While training gaps exist, we noted that some challenges in the performance of assigned roles were attributed to lack of logistical support; notably: data storage devices, computers, printers and recording equipment. **Court Recorders would require training in data storage and retrieval in a centralized data management environment. Also, an optimal utilization of Information and Communications Technology applications and data back-up systems would enhance the performance of Court Recorders in the execution of their functional roles.**

Court Recorders are not tested in typing or computing skills for entry-level positions. On this point, Court Recorders who do not possess the required skill to perform assigned duties are challenged in their roles. **Therefore, Court Recorders would require courses aimed at improving their typing speed, computer skills and report writing. Also, training on-the-job would provide an avenue for experienced Court Recorders to train new-hires to improve their performance.**

The Judicial Service bears the cost of engaging the services of interpreters in cases where foreign nationals who do not speak English. **With the influx of French and Mandarin speaking National in the Country, it is imperative that Interpreters are trained in such languages.**

B. PROPOSED TRAINING PROGRAMMES

Following our findings observations from the Training Needs Assessment of key staff in the Judicial Service of Ghana, we propose Training Programmes for their capacity-building needs. The Training Programmes are classified as **Technical or Generic Training Programmes** based on the training requirements of the Judicial Service in the delivery of criminal justice.

Technical and Generic Training Programmes/Courses

The proposed Training Programmes/ Courses would be categorised as **Technical or Generic**. This categorization is based on the training requirement of the Judicial Service with respect to delivery of criminal justice.

Technical Training Programmes/Courses are directly linked to the mandate of an institution in matters relating to criminal justice. **Generic Training Programmes/Courses** may not be directly linked to the mandate of a particular institution. Nonetheless, the inclusion of Generic Training Programmes/Courses would ensure that staff are trained with the skills required to enhance their technical abilities. The delivery of training in this format would ensure that the training needs of all categories of staff are factored in the overarching goal of capacity-building for Criminal Justice Institutions.

A Training Plan for the Criminal Justice Institutions would be developed out of this exercise. It would be based on:

- (a) The knowledge of our Institutional Reform and Legal Consultants,
- (b) A comprehensive assessment of the needs of staff engaged in the Criminal Justice value-chain, and
- (c) Best-global standards that are aligned to delivery of criminal justice in Ghana.

On the following pages, we have provided tables that depict a summary of Courses for staff of the Judicial Service of Ghana.

JUDICIAL SERVICE OF GHANA	
Technical Courses	
Courses	Role/ Rank
<ul style="list-style-type: none"> ➤ Appreciation of Criminal Law ➤ Committal Proceedings ➤ Court Ethics and Management ➤ Human Rights ➤ Criminal Law and Other Offenses Act ➤ Continuous Education on Amended and Newly Enacted Laws ➤ Extradition Treaties and Conditions ➤ Extradition proceedings ➤ Money laundering ➤ Deportation Orders ➤ Criminal Procedure 	<ul style="list-style-type: none"> • Chief Registrar General • Head of Registry (Chief Registrar; Deputy Chief Registrar; Senior High Court Registrar; High Court Registrar; and Circuit Court Registrar) • Deputy Head of Registry (Chief Registrar; Deputy Chief Registrar; Senior High Court Registrar; High Court Registrar; and Circuit Court Registrar) • Clerical Officer/Docket Clerk/Exhibit Clerk (Circuit Court Registrar; District Court Registrar; and Assistant Registrar) • Court Clerk (High Court Registrar; Circuit Court Registrar; District Court Registrar; and Assistant Registrar) • Interpreter (Chief Interpreter; Principal Interpreter; Principal Interpreter; Senior Interpreter; and Interpreter Grade 1 and 2) • Court Recorder (Chief Court Recorder; Deputy Court Recorder; Principal Court Recorder; and Senior Court Recorder)
<ul style="list-style-type: none"> ➤ Rules and Regulations on Deportation ➤ Child and Human Trafficking ➤ Forensics ➤ Financial crimes ➤ Financial Management Laws 	<ul style="list-style-type: none"> • Chief Registrar General • Head of Registry (Chief Registrar; Deputy Chief Registrar; Senior High Court Registrar; High Court Registrar; and Circuit Court Registrar) • Deputy Head of Registry (Chief Registrar; Deputy Chief Registrar; Senior High Court Registrar; High Court Registrar; and Circuit Court Registrar)
<ul style="list-style-type: none"> ➤ Drawing Court Orders 	<ul style="list-style-type: none"> • Chief Registrar General • Head of Registry (Chief Registrar; Deputy Chief Registrar; Senior High Court Registrar; High Court Registrar; and Circuit Court Registrar) • Deputy Head of Registry (Chief Registrar; Deputy Chief Registrar; Senior High Court Registrar; High Court Registrar; and Circuit Court Registrar) • Court Recorder (Chief Court Recorder; Deputy Court Recorder; Principal Court Recorder; and Senior Court Recorder)
<ul style="list-style-type: none"> ➤ Preparation of Criminal Appeals 	<ul style="list-style-type: none"> • Chief Registrar General • Head of Registry (Chief Registrar; Deputy Chief Registrar; Senior High Court Registrar; High Court Registrar; and Circuit Court Registrar) • Deputy Head of Registry (Chief Registrar; Deputy Chief Registrar; Senior High Court Registrar; High Court Registrar; and Circuit Court Registrar) • Court Recorder (Chief Court Recorder; Deputy Court Recorder; Principal Court Recorder; and Senior Court Recorder) • Appeal Records Compilation Officer (Circuit Court Registrar; District Court Registrar; and Assistant Registrar)

JUDICIAL SERVICE OF GHANA	
Technical Courses	
Courses	Role/ Rank
➤ Marking and keeping Exhibits	<ul style="list-style-type: none"> • Chief Registrar General • Head of Registry (Chief Registrar; Deputy Chief Registrar; Senior High Court Registrar; High Court Registrar; and Circuit Court Registrar) • Deputy Head of Registry (Chief Registrar; Deputy Chief Registrar; Senior High Court Registrar; High Court Registrar; and Circuit Court Registrar) • Clerical Officer/Docket Clerk/Exhibit Clerk (Circuit Court Registrar; District Court Registrar; and Assistant Registrar) • Court Clerk (High Court Registrar; Circuit Court Registrar; District Court Registrar; and Assistant Registrar)
➤ Judicial Records and Archives Management	<ul style="list-style-type: none"> • Chief Registrar General • Head of Registry (Chief Registrar; Deputy Chief Registrar; Senior High Court Registrar; High Court Registrar; and Circuit Court Registrar) • Deputy Head of Registry (Chief Registrar; Deputy Chief Registrar; Senior High Court Registrar; High Court Registrar; and Circuit Court Registrar) • Clerical Officer/Docket Clerk/Exhibit Clerk (Circuit Court Registrar; District Court Registrar; and Assistant Registrar)
<ul style="list-style-type: none"> ➤ Criminal Justice ➤ Legal Terminology ➤ Court Protocols and Proceedings 	<ul style="list-style-type: none"> • Chief Registrar General • Head of Registry (Chief Registrar; Deputy Chief Registrar; Senior High Court Registrar; High Court Registrar; and Circuit Court Registrar) • Deputy Head of Registry (Chief Registrar; Deputy Chief Registrar; Senior High Court Registrar; High Court Registrar; and Circuit Court Registrar) • Court Clerk (High Court Registrar; Circuit Court Registrar; District Court Registrar; and Assistant Registrar) • Court Interpreter (Chief Interpreter; Principal Interpreter; Principal Interpreter; Senior Interpreter; and Interpreter Grade 1 and 2)

JUDICIAL SERVICE OF GHANA....contd.	
Generic Courses	
Courses	Role/Rank
<ul style="list-style-type: none"> ➤ Computer skills 	<ul style="list-style-type: none"> • Chief Registrar General • Head of Registry (Chief Registrar; Deputy Chief Registrar; Senior High Court Registrar; High Court Registrar; and Circuit Court Registrar) • Deputy Head of Registry (Chief Registrar; Deputy Chief Registrar; Senior High Court Registrar; High Court Registrar; and Circuit Court Registrar) • Clerical Officer/Docket Clerk/Exhibit Clerk (Circuit Court Registrar; District Court Registrar; and Assistant Registrar) • Court Clerk (High Court Registrar; Circuit Court Registrar; District Court Registrar; and Assistant Registrar) • Interpreter (Chief Interpreter; Principal Interpreter; Principal Interpreter; Senior Interpreter; and Interpreter Grade 1 and 2)
<ul style="list-style-type: none"> ➤ Time Management 	<ul style="list-style-type: none"> • Chief Registrar General • Head of Registry (Chief Registrar; Deputy Chief Registrar; Senior High Court Registrar; High Court Registrar; and Circuit Court Registrar) • Deputy Head of Registry (Chief Registrar; Deputy Chief Registrar; Senior High Court Registrar; High Court Registrar; and Circuit Court Registrar) • Clerical Officer/Docket Clerk/Exhibit Clerk (Circuit Court Registrar; District Court Registrar; and Assistant Registrar) • Court Clerk (High Court Registrar; Circuit Court Registrar; District Court Registrar; and Assistant Registrar) • Interpreter (Chief Interpreter; Principal Interpreter; Principal Interpreter; Senior Interpreter; and Interpreter Grade 1 and 2) • Court Recorder (Chief Court Recorder; Deputy Court Recorder; Principal Court Recorder; and Senior Court Recorder)
<ul style="list-style-type: none"> ➤ Leadership and Supervision ➤ Report Writing ➤ Public Relations 	<ul style="list-style-type: none"> • Chief Registrar General • Head of Registry (Chief Registrar; Deputy Chief Registrar; Senior High Court Registrar; High Court Registrar; and Circuit Court Registrar) • Deputy Head of Registry (Chief Registrar; Deputy Chief Registrar; Senior High Court Registrar; High Court Registrar; and Circuit Court Registrar)
<ul style="list-style-type: none"> ➤ French ➤ Mandarin 	<ul style="list-style-type: none"> • Interpreter (Chief Interpreter; Principal Interpreter; Principal Interpreter; Senior Interpreter; and Interpreter Grade 1 and 2)

Tables of Proposed Training Programmes for respective Roles in the Judicial Service of Ghana

From our analysis of the responsibilities, technical competencies, educational levels, years of experience and skills gaps, we have identified areas of training for staff of the Judicial Service of Ghana.

Consequently, we have presented Tables on the following pages that highlight:

- Ranks or Positions;
- Expected or Required Duties, Responsibilities, Core Competencies and Skills; and
- Proposed Technical and Generic Training or Courses

TABLE OF PROPOSED TRAINING/COURSES FOR REGISTRARS OF THE JUDICIAL SERVICE OF GHANA

POSITION, TITLE OR RANK	EXPECTED OR REQUIRED RESPONSIBILITIES, CORE COMPETENCIES, SKILLS AND QUALIFICATIONS	PROPOSED TRAINING/COURSES
<i>Chief Registrar General</i>	<p>DUTIES AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Head of Court Administration Directorate in charge of all Court Registries of the Superior and Lower Courts. • In charge of processing applications, swearing-in, preparation of certificates and gazetting of Notaries Public and Commissioner for Oaths License. • In charge of Registrar’s Summons Exercise. • Execution of Oaths of Proof (Indentures). • Supervisory duties of the Saturday Courts in Accra. • Serving Court documents of other countries that come through the Ministry of Foreign Affairs and Regional Integration on individuals and organizations in Ghana and returning service to the foreign countries. • Liaison officer between Court Registrars and the Attorney General’s Directorate. • Solve procedural problems of the Courts when Registrars are not sure of what to do. • Teach old and new Registrars registry work by way of training seminars and on the job. <p>CORE COMPETENCIES AND SKILLS</p> <ul style="list-style-type: none"> • Leadership and Managerial skills • Good interpersonal and communication skills • Negotiation skills <p>QUALIFICATIONS</p> <ul style="list-style-type: none"> • A good First Degree and Professional Qualification in law. • Membership of recognised professional body. • 5 years’ experience. 	<p>Technical Courses</p> <ul style="list-style-type: none"> • Appreciation of Criminal Law • Committal Proceedings • Paralegal Training • Court Ethics and Management • Human Rights • Criminal Law and Other Offenses Act • Continuous Education on Amended and Newly Enacted Laws • Extradition Treaties and Conditions • Extradition proceedings • Money laundering • Deportation Orders • Criminal Procedure • Extradition Treaties and Conditions • Rules and Regulations on Deportation • Child and Human Trafficking • Forensics • Financial crimes • Financial Management Laws • Drawing Court Orders • Drawing Court Orders • Preparation of Criminal Appeals • Marking and keeping Exhibits • Judicial Records and Archives Management • Criminal Justice • Legal Terminology • Court Protocols and Proceedings

POSITION, TITLE OR RANK	EXPECTED OR REQUIRED RESPONSIBILITIES, CORE COMPETENCIES, SKILLS AND QUALIFICATIONS	PROPOSED TRAINING/COURSES
		Generic Courses <ul style="list-style-type: none">• Computer Skills• Report Writing• Public Relations• Time Management• Leadership and Supervision

TABLE OF PROPOSED TRAINING/COURSES FOR REGISTRARS OF THE JUDICIAL SERVICE OF GHANA

POSITION, TITLE OR RANK	EXPECTED OR REQUIRED RESPONSIBILITIES, CORE COMPETENCIES, SKILLS AND QUALIFICATIONS	PROPOSED TRAINING/COURSES
<i>Chief Registrar</i>	<p>DUTIES AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Shall be responsible for the day to day administration of the Supreme Court. • Supreme Court and operations of the registry. • Act as Deputy Sheriff and be responsible for carrying out all orders of the Court. • Custodian of all Court documents such as record books, Court exhibits, value books, cash books and other relevant documents. • Responsible for signing official letters and certifying Court documents. • Responsible for drawing out Court orders and giving direction for execution of Court orders. • Solely responsible for the use of the Court metal seal to authenticate official document. • All oaths sworn at the registry must be done before the Registrar • Responsible for discipline of Court staff under him. <p>CORE COMPETENCIES AND SKILLS</p> <ul style="list-style-type: none"> • Leadership and Managerial skills • Good interpersonal and communication skills • Negotiation skills <p>QUALIFICATIONS Direct Entry</p> <ul style="list-style-type: none"> • Master's Degree in Social Science • Membership of recognised professional body • 5 years' post qualification experience 	<p>Technical Courses</p> <ul style="list-style-type: none"> • Appreciation of Criminal Law • Committal Proceedings • Paralegal Training • Court Ethics and Management • Human Rights • Criminal Law and Other Offenses Act • Continuous Education on Amended and Newly Enacted Laws • Extradition Treaties and Conditions • Extradition proceedings • Money laundering • Deportation Orders • Criminal Procedure • Extradition Treaties and Conditions • Rules and Regulations on Deportation • Child and Human Trafficking • Forensics • Financial crimes • Financial Management Laws • Drawing Court Orders • Drawing Court Orders • Preparation of Criminal Appeals • Marking and keeping Exhibits • Judicial Records and Archives Management • Criminal Justice • Legal Terminology • Court Protocols and Proceedings

POSITION, TITLE OR RANK	EXPECTED OR REQUIRED RESPONSIBILITIES, CORE COMPETENCIES, SKILLS AND QUALIFICATIONS	PROPOSED TRAINING/COURSES
		<p><u>Generic Courses</u></p> <ul style="list-style-type: none">• Computer Skills• Report Writing• Public Relations• Time Management• Leadership and Supervision

TABLE OF PROPOSED TRAINING/COURSES FOR REGISTRARS OF THE JUDICIAL SERVICE OF GHANA

POSITION, TITLE OR RANK	EXPECTED OR REQUIRED RESPONSIBILITIES, CORE COMPETENCIES, SKILLS AND QUALIFICATIONS	PROPOSED TRAINING/COURSES
<i>Deputy Chief Registrar</i>	<p>DUTIES AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Shall be responsible for the day to day administration of the Court of Appeal. • Court of Appeal and operations of the registry. • Act as Deputy Sheriff and be responsible for carrying out all orders of the Court. • Custodian of all Court documents such as record books, Court exhibits, value books, cash books and other relevant documents. • Responsible for signing official letters and certifying Court documents • Responsible for drawing out Court orders and giving direction for execution of Court orders. • Solely responsible for the use of the Court metal seal to authenticate official document. • All oaths sworn at the registry must be done before the Registrar. • Responsible for discipline of Court staff under him. <p>CORE COMPETENCIES AND SKILLS</p> <ul style="list-style-type: none"> • Leadership and Managerial skills • Good interpersonal and communication skills • Negotiation skills <p>QUALIFICATIONS</p> <p>Direct Entry</p> <ul style="list-style-type: none"> • Master’s Degree in Social Science • Membership of recognised professional body • 3 years post qualification experience 	<p>Technical Courses</p> <ul style="list-style-type: none"> • Appreciation of Criminal Law • Committal Proceedings • Paralegal Training • Court Ethics and Management • Human Rights • Criminal Law and Other Offenses Act • Continuous Education on Amended and Newly Enacted Laws • Extradition Treaties and Conditions • Extradition proceedings • Money laundering • Deportation Orders • Criminal Procedure • Extradition Treaties and Conditions • Rules and Regulations on Deportation • Child and Human Trafficking • Forensics • Financial crimes • Financial Management Laws • Drawing Court Orders • Drawing Court Orders • Preparation of Criminal Appeals • Marking and keeping Exhibits • Judicial Records and Archives Management • Criminal Justice • Legal Terminology • Court Protocols and Proceedings

POSITION, TITLE OR RANK	EXPECTED OR REQUIRED RESPONSIBILITIES, CORE COMPETENCIES, SKILLS AND QUALIFICATIONS	PROPOSED TRAINING/COURSES
		<p><u>Generic Courses</u></p> <ul style="list-style-type: none">• Computer Skills• Report Writing• Public Relations• Time Management• Leadership and Supervision

TABLE OF PROPOSED TRAINING/COURSES FOR REGISTRARS OF THE JUDICIAL SERVICE OF GHANA

POSITION, TITLE OR RANK	EXPECTED OR REQUIRED RESPONSIBILITIES, CORE COMPETENCIES, SKILLS AND QUALIFICATIONS	PROPOSED TRAINING/COURSES
<p><i>Senior High Court Registrar</i></p>	<p>DUTIES AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Shall be responsible for the day to day administration of the High Courtland operations of the registry. • Act as Deputy Sheriff and be responsible for carrying out all orders of the Court. • Custodian of all Court documents such as record books, Court exhibits, value books, cash books and other relevant documents. • Responsible for signing official letters and certifying Court documents. • Responsible for drawing out Court orders and giving direction for execution of Court orders. • Solely responsible for the use of the Court metal seal to authenticate official document. • All oaths sworn at the registry must be done before the Registrar. • Responsible for discipline of Court staff under him. <p>CORE COMPETENCIES AND SKILLS</p> <ul style="list-style-type: none"> • Leadership and Managerial skills • Good interpersonal and communication skills • Negotiation skills <p>QUALIFICATIONS</p> <p>Direct Entry</p> <ul style="list-style-type: none"> • A Good 1st degree in HRM/Admin or relevant subject area • Part 1 of recognised professional body • 4 years post qualification experience 	<p>Technical Courses</p> <ul style="list-style-type: none"> • Appreciation of Criminal Law • Committal Proceedings • Paralegal Training • Court Ethics and Management • Human Rights • Criminal Law and Other Offenses Act • Continuous Education on Amended and Newly Enacted Laws • Extradition Treaties and Conditions • Extradition proceedings • Money laundering • Deportation Orders • Criminal Procedure • Extradition Treaties and Conditions • Rules and Regulations on Deportation • Child and Human Trafficking • Forensics • Financial crimes • Financial Management Laws • Drawing Court Orders • Drawing Court Orders • Preparation of Criminal Appeals • Marking and keeping Exhibits • Judicial Records and Archives Management • Criminal Justice • Legal Terminology • Court Protocols and Proceedings

POSITION, TITLE OR RANK	EXPECTED OR REQUIRED RESPONSIBILITIES, CORE COMPETENCIES, SKILLS AND QUALIFICATIONS	PROPOSED TRAINING/COURSES
		Generic Courses <ul style="list-style-type: none">• Computer Skills• Report Writing• Public Relations• Time Management• Leadership and Supervision

TABLE OF PROPOSED TRAINING/COURSES FOR REGISTRARS OF THE JUDICIAL SERVICE OF GHANA

POSITION, TITLE OR RANK	EXPECTED OR REQUIRED RESPONSIBILITIES, CORE COMPETENCIES, SKILLS AND QUALIFICATIONS	PROPOSED TRAINING/COURSES
<i>High Court Registrar</i>	<p>DUTIES AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Shall be responsible for the day to day administration of a Circuit/District Court. • Responsible for operations of the registry. • Act as Deputy Sheriff and be responsible for carrying out all orders of the Court. • Custodian of all Court documents such as record books, Court exhibits, value books, cash books and other relevant documents. • Responsible for signing official letters and certifying Court documents. • Responsible for drawing out Court orders and giving direction for execution of Court orders. • Solely responsible for the use of the Court metal seal to authenticate official document. • All oaths sworn at the registry must be done before the Registrar. • Responsible for discipline of Court staff under him. <p>CORE COMPETENCIES AND SKILLS</p> <ul style="list-style-type: none"> • Leadership and Managerial skills • Good interpersonal and communication skills • Negotiation skills <p>QUALIFICATIONS Direct Entry</p> <ul style="list-style-type: none"> • A Good 1st degree in HRM/Admin or relevant subject area • After National Service 	<p>Technical Courses</p> <ul style="list-style-type: none"> • Appreciation of Criminal Law • Committal Proceedings • Paralegal Training • Court Ethics and Management • Human Rights • Criminal Law and Other Offenses Act • Continuous Education on Amended and Newly Enacted Laws • Extradition Treaties and Conditions • Extradition proceedings • Money laundering • Deportation Orders • Criminal Procedure • Extradition Treaties and Conditions • Rules and Regulations on Deportation • Child and Human Trafficking • Forensics • Financial crimes • Financial Management Laws • Drawing Court Orders • Drawing Court Orders • Preparation of Criminal Appeals • Marking and keeping Exhibits • Judicial Records and Archives Management • Criminal Justice • Legal Terminology • Court Protocols and Proceedings

POSITION, TITLE OR RANK	EXPECTED OR REQUIRED RESPONSIBILITIES, CORE COMPETENCIES, SKILLS AND QUALIFICATIONS	PROPOSED TRAINING/COURSES
		Generic Courses <ul style="list-style-type: none">• Computer Skills• Report Writing• Public Relations• Time Management• Leadership and Supervision

TABLE OF PROPOSED TRAINING/COURSES FOR REGISTRARS OF THE JUDICIAL SERVICE OF GHANA

POSITION, TITLE OR RANK	EXPECTED OR REQUIRED RESPONSIBILITIES, CORE COMPETENCIES, SKILLS AND QUALIFICATIONS	PROPOSED TRAINING/COURSES
<p><i>Circuit Court Registrar</i></p>	<p>DUTIES AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Shall assist in the day to day administration of the Court. • Support the Court Registrar to prepare cases for Court, draw up Court Orders and the execution of Court Orders. • Keep constant check on dispatch books and ensure that incoming and outgoing letters are properly accounted for. • Support in the issuing of notices in accordance with the rules of the Court. • Help the Court Registrar to deal with enquiries in respect of Registry activities. • Perform any other duties that may be assigned from time to time. <p>QUALIFICATIONS Direct Entry</p> <ul style="list-style-type: none"> • HND or University Diploma in relevant subject area • 4 years post qualification experience 	<p>Technical Courses</p> <ul style="list-style-type: none"> • Appreciation of Criminal Law • Committal Proceedings • Paralegal Training • Court Ethics and Management • Human Rights • Criminal Law and Other Offenses Act • Continuous Education on Amended and Newly Enacted Laws • Extradition Treaties and Conditions • Extradition proceedings • Money laundering • Deportation Orders • Criminal Procedure • Extradition Treaties and Conditions • Rules and Regulations on Deportation • Child and Human Trafficking • Forensics • Financial crimes • Financial Management Laws • Drawing Court Orders • Drawing Court Orders • Preparation of Criminal Appeals • Marking and keeping Exhibits • Judicial Records and Archives Management • Criminal Justice • Legal Terminology • Court Protocols and Proceedings

POSITION, TITLE OR RANK	EXPECTED OR REQUIRED RESPONSIBILITIES, CORE COMPETENCIES, SKILLS AND QUALIFICATIONS	PROPOSED TRAINING/COURSES
		<p><u>Generic Courses</u></p> <ul style="list-style-type: none">• Computer Skills• Report Writing• Public Relations• Time Management• Leadership and Supervision

TABLE OF PROPOSED TRAINING/COURSES FOR REGISTRARS OF THE JUDICIAL SERVICE OF GHANA

POSITION, TITLE OR RANK	EXPECTED OR REQUIRED RESPONSIBILITIES, CORE COMPETENCIES, SKILLS AND QUALIFICATIONS	PROPOSED TRAINING/COURSES
<i>District Court Registrar</i>	<p>DUTIES AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Shall assist in the day to day administration of the Court. • Support the Court Registrar to prepare cases for Court, draw up Court Orders and the execution of Court Orders. • Keep constant check on dispatch books and ensure that incoming and outgoing letters are properly accounted for. • Support in the issuing of notices in accordance with the rules of the Court. • Help the Court Registrar to deal with enquiries in respect of Registry activities. • Perform any other duties that may be assigned from time to time. <p>QUALIFICATIONS Direct Entry</p> <ul style="list-style-type: none"> • DBS (Management option) / GCE 'A' Level 2 subjects in relevant subject area • 3 years' post qualification experience 	<p>Technical Courses</p> <ul style="list-style-type: none"> • Appreciation of Criminal Law • Committal Proceedings • Paralegal Training • Court Ethics and Management • Human Rights • Criminal Law and Other Offenses Act • Continuous Education on Amended and Newly Enacted Laws • Extradition Treaties and Conditions • Extradition proceedings • Money laundering • Deportation Orders • Criminal Procedure • Marking and keeping Exhibits • Judicial Records and Archives Management • Criminal Justice • Legal Terminology • Court Protocols and Proceedings <p>Generic Courses</p> <ul style="list-style-type: none"> • Computer Skills • Time Management

TABLE OF PROPOSED TRAINING/COURSES FOR REGISTRARS OF THE JUDICIAL SERVICE OF GHANA

POSITION, TITLE OR RANK	EXPECTED OR REQUIRED RESPONSIBILITIES, CORE COMPETENCIES, SKILLS AND QUALIFICATIONS	PROPOSED TRAINING/COURSES
<i>Assistant Registrar</i>	<p>DUTIES AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Shall assist in the day to day administration of the Court. • Support the Court Registrar to prepare cases for Court, draw up Court Orders and the execution of Court Orders. • Keep constant check on dispatch books and ensure that incoming and outgoing letters are properly accounted for. • Support in the issuing of notices in accordance with the rules of the Court. • Help the Court Registrar to deal with enquiries in respect of Registry activities. • Perform any other duties that may be assigned from time to time. <p>QUALIFICATIONS</p> <p>Direct Entry</p> <ul style="list-style-type: none"> • SSSCE/WASSCE (aggregate 24 / 36 & below respectively) • 3 years' experience 	<p>Technical Courses</p> <ul style="list-style-type: none"> • Appreciation of Criminal Law • Committal Proceedings • Paralegal Training • Court Ethics and Management • Human Rights • Criminal Law and Other Offenses Act • Continuous Education on Amended and Newly Enacted Laws • Extradition Treaties and Conditions • Extradition proceedings • Money laundering • Deportation Orders • Criminal Procedure • Marking and keeping Exhibits • Judicial Records and Archives Management • Criminal Justice • Legal Terminology • Court Protocols and Proceedings <p>Generic Courses</p> <ul style="list-style-type: none"> • Computer Skills • Time Management

TABLE OF PROPOSED TRAINING/COURSES FOR REGISTRARS OF THE JUDICIAL SERVICE OF GHANA

POSITION, TITLE OR RANK	EXPECTED OR REQUIRED RESPONSIBILITIES, CORE COMPETENCIES, SKILLS AND QUALIFICATIONS	PROPOSED TRAINING/COURSES
<i>Clerical Officer</i>	<p>DUTIES AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Receiving/Registering in-coming letters. • Placing letters on appropriate file for reference and action. • Dispatch /outgoing letters (ensure postage/delivery). • Keep files in the Registry (indexing as appropriate). • Ensure all Court documents placed on the docket or delivered. • Closing and opening files. • Ensure all correspondence received and properly filed. • Ensure that entries are made in dockets. • Perform any other duties that may be assigned from time to time. <p>QUALIFICATIONS Direct Entry</p> <ul style="list-style-type: none"> • SSSCE/WASSCE (aggregate 25 / 37 & above respectively) 	<p>Technical Courses</p> <ul style="list-style-type: none"> • Appreciation of Criminal Law • Committal Proceedings • Paralegal Training • Court Ethics and Management • Human Rights • Criminal Law and Other Offenses Act • Continuous Education on Amended and Newly Enacted Laws • Extradition Treaties and Conditions • Extradition proceedings • Money laundering • Deportation Orders • Criminal Procedure • Marking and keeping Exhibits • Judicial Records and Archives Management <p>Generic Courses</p> <ul style="list-style-type: none"> • Computer Skills • Time Management

TABLE OF PROPOSED TRAINING/COURSES FOR COURT RECORDERS OF THE JUDICIAL SERVICE OF GHANA

POSITION, TITLE OR RANK	EXPECTED OR REQUIRED RESPONSIBILITIES, CORE COMPETENCIES, SKILLS AND QUALIFICATIONS	PROPOSED TRAINING/COURSES
<i>Chief Court Recorder</i>	<p>DUTIES AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Record daily proceedings. • Ensure transcription of daily proceeding within 36 hours of any sitting. • Produce transcriptions of proceedings at the request of the Judge. • Produce transcription of proceeding at the written request of Lawyers/litigants through the Registrar. • Produce proceedings for preparation of appeal records. • Supervises the work of other Court Recorders at the Court. • Ensure that Rulings, Orders, Judgments are typed and delivered. • Other assigned secretarial duties are performed. <p>QUALIFICATIONS</p> <ul style="list-style-type: none"> • A Good 1st Degree in Secretaryship or Management Studies • Membership of ICOSA • 4 years post qualification experience 	<p>Technical Courses</p> <ul style="list-style-type: none"> • Appreciation of Criminal Law • Committal Proceedings • Paralegal Training • Court Ethics and Management • Human Rights • Criminal Law and Other Offenses Act • Continuous Education on Amended and Newly Enacted Laws • Extradition Treaties and Conditions • Extradition proceedings • Money laundering • Deportation Orders • Criminal Procedure • Drawing Court Orders • Drawing Court Orders • Preparation of Criminal Appeals <p>Generic Courses</p> <ul style="list-style-type: none"> • Time Management

TABLE OF PROPOSED TRAINING/COURSES FOR COURT RECORDERS OF THE JUDICIAL SERVICE OF GHANA

POSITION, TITLE OR RANK	EXPECTED OR REQUIRED RESPONSIBILITIES, CORE COMPETENCIES, SKILLS AND QUALIFICATIONS	PROPOSED TRAINING/COURSES
<i>Deputy Court Recorder</i>	<p>DUTIES AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Record of daily proceedings. • Assists the Chief Court Recorder in ensuring that Court proceedings are recorded and transcribed within the prescribed time. • Records and transcribes proceedings in the Court room. • Typing of Rulings, Orders and Judgments delivered by the Judge. • Provides other secretarial duties. <p>QUALIFICATIONS</p> <p>Direct Entry</p> <ul style="list-style-type: none"> • BSc. in Secretaryship or BSc. in Management Studies • After National Service 	<p>Technical Courses</p> <ul style="list-style-type: none"> • Appreciation of Criminal Law • Committal Proceedings • Paralegal Training • Court Ethics and Management • Human Rights • Criminal Law and Other Offenses Act • Continuous Education on Amended and Newly Enacted Laws • Extradition Treaties and Conditions • Extradition proceedings • Money laundering • Deportation Orders • Criminal Procedure • Drawing Court Orders • Drawing Court Orders • Preparation of Criminal Appeals <p>Generic Courses</p> <ul style="list-style-type: none"> • Time Management

TABLE OF PROPOSED TRAINING/COURSES FOR COURT RECORDERS OF THE JUDICIAL SERVICE OF GHANA

POSITION, TITLE OR RANK	EXPECTED OR REQUIRED RESPONSIBILITIES, CORE COMPETENCIES, SKILLS AND QUALIFICATIONS	PROPOSED TRAINING/COURSES
<p><i>Principal Court Recorder</i></p>	<p>DUTIES AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Records and transcribes proceedings in the Court room. • Typing of rulings, Orders and Judgments delivered by the Judge. • Provides other secretarial duties. <p>QUALIFICATIONS</p> <ul style="list-style-type: none"> • HND in Secretaryship and Management Studies • 4 years post qualification experience 	<p>Technical Courses</p> <ul style="list-style-type: none"> • Appreciation of Criminal Law • Committal Proceedings • Paralegal Training • Court Ethics and Management • Human Rights • Criminal Law and Other Offenses Act • Continuous Education on Amended and Newly Enacted Laws • Extradition Treaties and Conditions • Extradition proceedings • Money laundering • Deportation Orders • Criminal Procedure • Drawing Court Orders • Drawing Court Orders • Preparation of Criminal Appeals <p>Generic Courses</p> <ul style="list-style-type: none"> • Time Management

TABLE OF PROPOSED TRAINING/COURSES FOR COURT RECORDERS OF THE JUDICIAL SERVICE OF GHANA

POSITION, TITLE OR RANK	EXPECTED OR REQUIRED RESPONSIBILITIES, CORE COMPETENCIES, SKILLS AND QUALIFICATIONS	PROPOSED TRAINING/COURSES
<i>Senior Court Recorder</i>	<p>DUTIES AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Records and transcribes proceedings in the Court room. • Typing of Rulings, Orders and Judgments delivered by the Judge. • Provides other secretarial duties. <p>QUALIFICATIONS</p> <ul style="list-style-type: none"> • DBS in Secretaryship • 3 years' post qualification experience 	<p>Technical Courses</p> <ul style="list-style-type: none"> • Appreciation of Criminal Law • Committal Proceedings • Paralegal Training • Court Ethics and Management • Human Rights • Criminal Law and Other Offenses Act • Continuous Education on Amended and Newly Enacted Laws • Extradition Treaties and Conditions • Extradition proceedings • Money laundering • Deportation Orders • Criminal Procedure • Drawing Court Orders • Drawing Court Orders • Preparation of Criminal Appeals <p>Generic Courses</p> <ul style="list-style-type: none"> • Time Management

TABLE OF PROPOSED TRAINING/COURSES FOR COURT RECORDERS OF THE JUDICIAL SERVICE OF GHANA

POSITION, TITLE OR RANK	EXPECTED OR REQUIRED RESPONSIBILITIES, CORE COMPETENCIES, SKILLS AND QUALIFICATIONS	PROPOSED TRAINING/COURSES
<i>Court Recorder Grade 1 and 2</i>	<p>DUTIES AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Records and transcribes proceedings in the Court room. • Typing of rulings, Orders and Judgments delivered by the Judge. • Provides other secretarial duties. <p>QUALIFICATIONS</p> <ul style="list-style-type: none"> • Stenographer grade I certificate (Shorthand 60 wpm Typing 40 wpm) and SSSCE 5 passes including English Language 	<p>Technical Courses</p> <ul style="list-style-type: none"> • Appreciation of Criminal Law • Committal Proceedings • Paralegal Training • Court Ethics and Management • Human Rights • Criminal Law and Other Offenses Act • Continuous Education on Amended and Newly Enacted Laws • Extradition Treaties and Conditions • Extradition proceedings • Money laundering • Deportation Orders • Criminal Procedure • Drawing Court Orders • Drawing Court Orders • Preparation of Criminal Appeals <p>Generic Courses</p> <ul style="list-style-type: none"> • Time Management

TABLE OF PROPOSED TRAINING/COURSES FOR COURT INTERPRETERS OF THE JUDICIAL SERVICE OF GHANA

POSITION, TITLE OR RANK	EXPECTED OR REQUIRED RESPONSIBILITIES, CORE COMPETENCIES, SKILLS AND QUALIFICATIONS	PROPOSED TRAINING/COURSES
<i>Chief Interpreter</i>	<p>DUTIES AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Shall be at the Superior Courts. • Ensure effective interpretation of Languages to the understanding of clients at the Courtroom and outside the Courtroom if the need be. • Work as part of the Courtroom team in the following areas. • Mentioning cases. • Executing bail bonds, warrants etc. • Make entries in record books. • Preparation of returns. • Looking for dockets. <p>QUALIFICATIONS</p> <p>Direct Entry</p> <ul style="list-style-type: none"> • A Good 1st Degree in relevant subject area • Ability to understand not less than 3 local languages • 4 years' post qualification experience 	<p>Technical Courses</p> <ul style="list-style-type: none"> • Appreciation of Criminal Law • Committal Proceedings • Paralegal Training • Court Ethics and Management • Human Rights • Criminal Law and Other Offenses Act • Continuous Education on Amended and Newly Enacted Laws • Extradition Treaties and Conditions • Extradition proceedings • Money laundering • Deportation Orders • Criminal Procedure • Criminal Justice • Legal Terminology • Court Protocols and Proceedings <p>Generic Courses</p> <ul style="list-style-type: none"> • Computer skills • Time Management • French • Mandarin

TABLE OF PROPOSED TRAINING/COURSES FOR COURT INTERPRETERS OF THE JUDICIAL SERVICE OF GHANA

POSITION, TITLE OR RANK	EXPECTED OR REQUIRED RESPONSIBILITIES, CORE COMPETENCIES, SKILLS AND QUALIFICATIONS	PROPOSED TRAINING/COURSES
<p><i>Principal Interpreter</i></p>	<p>DUTIES AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Shall be at the Superior Courts. • Ensure effective interpretation of Languages to the understanding of clients at the Courtroom and outside the Courtroom if need be. • Work as part of the Courtroom team to ensure speedy processes of cases. <p>QUALIFICATIONS</p> <p>Direct Entry</p> <ul style="list-style-type: none"> • A Good 1st Degree in relevant subject area • Ability to understand not less than 3 local languages • After National Service 	<p>Technical Courses</p> <ul style="list-style-type: none"> • Appreciation of Criminal Law • Committal Proceedings • Paralegal Training • Court Ethics and Management • Human Rights • Criminal Law and Other Offenses Act • Continuous Education on Amended and Newly Enacted Laws • Extradition Treaties and Conditions • Extradition proceedings • Money laundering • Deportation Orders • Criminal Procedure • Criminal Justice • Legal Terminology • Court Protocols and Proceedings <p>Generic Courses</p> <ul style="list-style-type: none"> • Computer skills • Time Management • French • Mandarin

TABLE OF PROPOSED TRAINING/COURSES FOR COURT INTERPRETERS OF THE JUDICIAL SERVICE OF GHANA

POSITION, TITLE OR RANK	EXPECTED OR REQUIRED RESPONSIBILITIES, CORE COMPETENCIES, SKILLS AND QUALIFICATIONS	PROPOSED TRAINING/COURSES
<i>Senior Interpreter</i>	<p>DUTIES AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Shall be at the District Courts. • Ensure effective interpretation of Languages to the understanding of clients at the Courtroom and outside the Courtroom if the need be. • Work as part of the Courtroom team to ensure speedy and quality service to clients. <p>QUALIFICATIONS</p> <p>Direct Entry</p> <ul style="list-style-type: none"> • Diploma in Languages from College of Education • Ability to understand not less than 3 local languages • 4 years post qualification experience 	<p>Technical Courses</p> <ul style="list-style-type: none"> • Appreciation of Criminal Law • Committal Proceedings • Paralegal Training • Court Ethics and Management • Human Rights • Criminal Law and Other Offenses Act • Continuous Education on Amended and Newly Enacted Laws • Extradition Treaties and Conditions • Extradition proceedings • Money laundering • Deportation Orders • Criminal Procedure • Criminal Justice • Legal Terminology • Court Protocols and Proceedings <p>Generic Courses</p> <ul style="list-style-type: none"> • Computer skills • Time Management • French • Mandarin

TABLE OF PROPOSED TRAINING/COURSES FOR COURT INTERPRETERS OF THE JUDICIAL SERVICE OF GHANA

POSITION, TITLE OR RANK	EXPECTED OR REQUIRED RESPONSIBILITIES, CORE COMPETENCIES, SKILLS AND QUALIFICATIONS	PROPOSED TRAINING/COURSES
<i>Interpreter: Grade 1 and 2</i>	<p>DUTIES AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Shall be at the District Court. • Ensure effective interpretation of Languages to the understanding of clients at the Courtroom and outside the Courtroom if the need be. • Work as part of the Courtroom team to ensure speedy and quality service to clients. <p>QUALIFICATIONS</p> <p>Direct Entry</p> <ul style="list-style-type: none"> • DBS or GCE 'A' Level 2 subjects in relevant subject area • Ability to understand not less than 3 local languages • 3 years post qualification experience <p>In-service Progression</p> <ul style="list-style-type: none"> • DBS/ GCE 'A' Level 2 subjects in relevant subject. • Ability to understand not less than 3 local languages • 3 years' experience from the grade of Senior Assistant Interpreter 	<p>Technical Courses</p> <ul style="list-style-type: none"> • Appreciation of Criminal Law • Committal Proceedings • Paralegal Training • Court Ethics and Management • Human Rights • Criminal Law and Other Offenses Act • Continuous Education on Amended and Newly Enacted Laws • Extradition Treaties and Conditions • Extradition proceedings • Money laundering • Deportation Orders • Criminal Procedure • Criminal Justice • Legal Terminology • Court Protocols and Proceedings <p>Generic Courses</p> <ul style="list-style-type: none"> • Computer skills • Time Management • French • Mandarin